



U.S. DEPARTMENT OF THE INTERIOR
Certification of Position Approval
for Retirement
Under 5 USC § 8336(c) and § 8412(d)

☒ Approved under the Civil Service Retirement System, 5 USC § 8336(c)

☒ Approved under the Federal Employees Retirement System, 5 USC § 8412(d)

Category of Coverage: Secondary/Administrative (Firefighter)

Bureau: U.S. Fish and Wildlife Service - Bureau-wide

Classification Title: Fire Management Specialist (Planning)

Organization Title: Regional Fire Planning Specialist

Standard Position Description Number: S000200-

Series and Grade: GS-0401-12

RECOMMENDATION FOR COVERAGE REVIEW: Secondary/Administrative Firefighter coverage is recommended under both CSRS and FERS.

This is an administrative position in an organization having a firefighting mission. The primary purpose of the position is to provide specialized and professional guidance, leadership, coordination, and program direction in Regional wildland fire program budget analysis (e.g., Fire Program Analysis and FIREBASE) and field unit fire management plan development consistent with Department and Service standards and procedures. The incumbent is responsible for managing and applying analytical wildland fire planning processes and procedures with particular emphasis on highly specialized technical functions and operations in computerized systems such as Fire Planning Analysis, FIREBASE and spatial information systems. **Prior wildland firefighting experience on the fireline, as gained by substantial service in a primary firefighter position in the Federal government or equivalent experience outside the Federal government is a mandatory prerequisite for incumbents of this position, and is clearly in an established career path.**

Ashanti K. Sloan

ASHANTI K. SLOAN, DOI/FLERT Human Resources Specialist

1/5/06
Date

See Attached

WILLIAM (BILL) HARTWIG, Chief, National Wildlife Refuge System, FWS

Date

Michael Gillmore

MICHAEL GILLMORE, DOI FF/LE Supervisory Program Analyst

1/5/06
Date

APPROVAL: The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement **retroactive to classification date of 12/06/05**. Approval is by DOI Secretary's Designee:

Nancy Miller

Deputy Assistant Secretary, Performance, Accountability and Human Resources

1/18/06
Date

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> New <input checked="" type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field	4. Employing Office Location	5. Duty Station	1. Agency Position No. S000200
Explanation (Show any positions replaced) SPD		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests	9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is: <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	12. Sensitivity 1--Non-Sensitive <input checked="" type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 3--Critical Sensitive <input type="checkbox"/> 4--Special Sensitive <input type="checkbox"/>	13. Competitive Level Code	
				14. Agency Use FPL: 12	

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Fire Management Specialist (Planning)	GS	0401 (91)	12	J.H	11/26/05
Recommended by Supervisor or Initiating Office						//

16. Organization Title of Position (if different from official title) Regional Fire Planning Specialist		17. Name of Employee (if vacant, specify)	
18. Department, Agency, or Establishment Department of Interior		Third Subdivision	
a. First Subdivision U.S. Fish and Wildlife Service		Fourth Subdivision	
b. Second Subdivision Region		Fifth Subdivision	

19. Employee Review--This is an accurate description of the major duties and responsibilities of my position.

20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature	Date	Signature	Date
//		//	

Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.		22. Position Classification Standards Used in Classifying/Grading Position OPM JFPCS Professional Work in the Natural Resources Management and Biological Sciences Group, 0400, 9/2005	
Typed Name and Title of Official Taking Action Joyce M. Hayes Human Resources Specialist Signature: <i>Joyce M. Hayes</i> Date: 12/6/05		Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.	

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
	//		//		//		//		//	
b. Supervisor	//		//		//		//		//	
c. Classifier	//		//		//		//		//	

24. Remarks
Risk Designation: Low Risk

Approved for Service-wide use: *Joyce Hayes*

25. Description of Major Duties and Responsibilities (See Attached)

Fire Management Specialist (Planning)
U.S. Fish & Wildlife Service
GS-0401-12

Functional Title: Regional Fire Planner

I. INTRODUCTION

The incumbent serves as a Regional wildland fire planning specialist. As such, the incumbent is considered subject matter expert on technical and specialized planning aspects of wildland fire programs. The purpose of the position is to provide specialized and professional guidance, leadership, coordination, and program direction in Regional wildland fire program budget analysis (e.g., Fire Program Analysis (FPA) and FIREBASE) and field unit fire management plan development consistent with Department and Service standards and procedures. The incumbent is responsible for managing and applying analytical wildland fire planning processes and procedures with particular emphasis on highly specialized technical functions and operations in computerized systems such as Fire Planning Analysis, FIREBASE and spatial information systems (GIS).

The incumbent works with their interagency fire planning unit partners and the Fire Program Analysis process to integrate both fire and land management plans to achieve the most cost effective fire management organization while complementing land management achievements. The incumbent also assists Service refuge and zone fire management officers assess the values to be protected, risks from wildfire, and ecological benefits of fire use and develop strategies to integrate fire management activities into Comprehensive Conservation and other Service land management plans.

Prior wildland firefighting experience and training on the fireline is a mandatory requirement.

II. MAJOR DUTIES

Fire Planning Analysis - 50%

The incumbent serves as program manager with regional oversight management and use of FIREBASE and Fire Planning Analysis (FPA) systems for multi-state interagency fire management planning, budgeting and evaluating the effectiveness of alternative fire management strategies to meet land management goals and objectives. Provides programmatic authoritative leadership and technical support to the Regional Fire Management Officer (FMO) and the regional fire management officers, refuge staff and planners throughout the region, ensuring regional/unit spatial and non-spatial data is adequate, appropriate and accurate, reviewing field unit budgetary plans and compiling a single budgetary request. The incumbent resolves problems in the region, on individual field units, and between agencies and states utilizing FPA including the U.S. Forest Service, Bureau of Land Management, Bureau of Indian Affairs, National Park Service, and state, county and local governments.

As program manager, the incumbent is considered the technical expert and regional spokesperson for fire planning and management, program budget management, and program evaluation processes, and be able to respond to system questions from National and Regional office staff groups, and the Regional Office Management Team. Coordinates and provides FPA and strategic fire management planning geospatial information technology, geodatabase structure and standards technical expertise. The incumbent supervises input/output data processing as requested by field offices and interagency fire management partners. Solicits computer output needs from staff members and field offices. Program outputs will recognize short-term, as well as long-term fire management planning needs. The incumbent represents the Service/region on interagency/Service work groups involved in the enhancement, use, and management, of FIREBASE, FPA and other fire management planning and budgeting systems.

The incumbent provides FIREBASE and FPA training, consultation and technical problem resolution to regional fire staff and field personnel responsible for their use and management. Coordinates fire analysis training for the region and field stations and ascertains where training would provide improved performance, significant cost savings, or more efficient action.

The incumbent establishes and maintains cooperative relations with public and private groups, State and local governmental groups, and other Federal agencies related to wildland fire management programs planning, and project activities; develops responses to sensitive correspondence; and provides staff advice and expertise to his/her supervisor including briefing papers and analysis when deemed appropriate or when requested. Incumbent may participate in wildfire, wildland fire use, prescribed fire assignments, or other duties as assigned.

Wildland Fire Planning – 40%

As the Regional Fire Planner, the incumbent is responsible for integrating strategic fire management planning (e.g., wildland fire risk, prevention, etc.) with interagency fire management initiatives, the Regional Fire Management Plan (FMP), as well as individual unit FMP's. Coordinates and reviews FMPs developed in the region and assures they reflect management goals and objectives of individual FWS administrative units. Ensures FMPs are consistent with and complement other unit plans (e.g., Comprehensive Conservation Plan, Habitat Management Plan, etc.), enabling laws, policies, regulations, and environmental mandates (e.g., National Environmental Policy Act, Clean Air Act, National Historic Preservation Act, etc.). The incumbent works within an interagency approach in Regional wildland fire management planning, which uses the same budget request process, models, assumptions and displays (i.e., Interagency Fire Management Template) across Federal wildland fire management agencies. Assist field staff in formulating the FMP by providing assistance, guidance and interpretation of FWS manual direction. Assistance may take the form of spatial and non-spatial data collection and analysis and requires skill in the use of computer and information systems (e.g., FARSITE, FLAMMAP, BEHAVE, RxWINDOWS, WIMS, FMIS, FOFEM etc.) Guidance is supplied to the field staff by activities such as predicting current and future fire hazard risk, historic fire occurrence, climatologically, weather, and fire effects data. The incumbent assures that FMPs are accurate and updated and adjusted to reflect changes in policy, procedures and local changes in land and fire management objectives and conditions. The incumbent coordinates with tactical planning specialists (i.e., regional wildland and

prescribed fire specialists) to assure continuity between fire management plans and tactical plans (e.g., Prescribed Fire, Prevention, Step-up Plans etc.). Incumbent is expected to travel to field stations throughout the Region to participate in landscape level interagency fire management planning and development of unit FMPs for units lacking fire management planning expertise.

Budget Integration – 10%

The incumbent works closely with project leaders, field unit fire management officers, the fire program administrative technician, budget and finance, and other regional fire staff to provide seamless coordination with both fire and non-fire regional budget processes. Coordinates the regional annual fire management program budget, integrates the budget with other program budgets to meet unit operation goals, ensures that the regional fire management program budget is distributed according to FPA or BIREBASE outputs, works with the project leaders and fire management officers to make necessary strategic adjustments, and participates in program reviews with other regional fire staff that ensure fiscal integrity and budget accountability. The incumbent also conducts trend analysis for both direct and indirect expenditures and adjusts budget allocation as needed within the budget authorities in concert with the fire program administrative technician and operations specialist.

III. FACTORS

FACTOR 1 – KNOWLEDGE REQUIRED BY THE POSITION FL 1-7, 1250 pts

Thorough knowledge of land management, and natural resources principles, practices, and concepts sufficient to serve as technical authority for the full range of activities involved in the use of fire and fire surrogates, fire effects, and ensuring Service management goals and objectives are not compromised by fire management decisions.

Comprehensive knowledge of Service land management policies, procedures, and regulatory requirements, and specific knowledge and understanding of the relationship between wildland fire management and associated Service wildlife resources goals and objectives.

Thorough knowledge of Service land (e.g., comprehensive conservation, habitat, wilderness, cultural resource, etc.) and wildland fire (e.g., general fire management, prevention, hazardous fuels reduction, prescribed fire, post fire rehabilitation, budgetary [FIREBASE], etc.) planning and budgeting policies, guidelines, procedures, and processes.

Professional knowledge of interagency wildland fire planning, budgeting and reporting systems (e.g., FPA [including Personal Computer Historic Analysis (PCHA)] and NFPORS) and software used in wildland fire program management sufficient to develop innovative applications of the system for analyzing fire systems and expanding use of computers in the analysis system.

Working knowledge of geospatial information technology used in wildlife resource and wildland fire management planning and budgeting, ESRI software, geodatabases, meteorology, fire danger rating system, fire weather, and fire behavior necessary use FIREBASE and FPA and to prepare and evaluate unit fire management plans.

Technical knowledge of related fields such as timber, recreation, and wildlife management, hydrology, and soil science sufficient to develop a fire management program that is integrated with other resource management programs.

Knowledge of and experience in fire suppression strategy, tactics, fire behavior, fuel models, fire weather, incident command systems, and firefighting tools and equipment to safely lead and execute fire line suppression operations. Previous on-the-line wildland firefighting experience is a requirement of this position.

Knowledge of:

- Prescribed burning methods, organization, and planning to comprehend and apply fire management strategies, tactics, and fire prevention and mitigation procedures to fire management objectives and to determine the consequences of proposed actions.
- Other agencies' operating methods and missions to permit effective coordination and working knowledge of the industries associated with fire problems to ensure development of effective prevention programs and approaches.
- The National Fire Danger Rating System in order to assess Regional, geographic area and local unit conditions, both existing and predicted.
- The National Environmental Policy Act (NEPA), National Historic Preservation Act (NHPA), Endangered Species Act (ESA) and other established standards and compliance requirements.
- Service policy on established standards for land management planning budget formulation and implementation.
- FIREBASE, Fire Planning Analysis –systems and Personal Computer Historic Analysis (PCHA).

FACTOR 2 – SUPERVISORY CONTROL

FL 2-4, 450 pts

The supervisor assigns work in terms of broad areas of responsibility, program emphasis, any key management concerns for special projects.

The incumbent is independently responsible for conducting fire management analysis and planning, coordinating with others, and determining the approach to take to complete specific assignment. Recommendations are usually accepted as authoritative.

Policy questions dealing with controversial issues are reviewed with the supervisor to achieve agreement or solution. Completed work is reviewed for attainment of objectives.

FACTOR 3 – GUIDELINES

FL 3-4, 450 pts

Guidelines are primarily agency and interagency policy manuals and handbooks, pertinent laws, Departmental policies or directives, approved land management plans, and scientific publications.

Considerable judgment and ingenuity are required to resolve diverse problems for which technical guidelines are insufficient or not directly applicable. Incumbent uses professional judgment, experience, and consultation with others to produce sound analysis principles, develop procedural methods, and reach conclusions relating to land management activities. The incumbent must use resourcefulness and experienced judgment in devising new or significantly different approaches to fire management planning.

FACTOR 4 – COMPLEXITY

FL 4-4, 225 pts

The work usually involves developing broad and diversified fire management programs throughout a multi-state, multi-refuge, and multi-agency setting. This includes planning and project development for diverse regional refuges that may have complex fire and aviation management programs. The incumbent evaluates refuge fire management accomplishment and fuels treatment data to determine whether land management objectives are being addressed. Stays abreast of new fire management technology and information systems to assist refuge and zone fire management officers assess environmental and social effects of fire activities in order resolve potential conflicting land management objectives. Using available data, assists refuge and zone fire management officers develop unit strategic and tactical fire management plans directing preparedness activities, suppression and prescribed fire operations, hazardous fuels assessments and treatments, and post fire emergency stabilization and rehabilitation actions.

Extensive coordination efforts are essential to integrate planning with various agencies, both federal and state, and other government entities to arrive at cooperative and integrated programs. The incumbent assesses proposed fire plan operations characterized by numerous, varied and often conflicting viewpoints that exist within interagency fire management programs. The incumbent independently evaluates objectives for fire management plans, and analyses and integrates comprehensive physical, social and economic data in order to provide planning and budgetary recommendations.

FACTOR 5 – SCOPE AND EFFECT

FL 5-4, 225 pts

The purpose of the position is to serve as the regional fire planning specialist, FIREBASE and FPA subject matter expert for the technical analysis of the fire management planning program, providing leadership, training and advice to Regional Office and field stations on the technical application of FIREBASE, FPA and FMP development processes including scientific aspects of fire behavior and to assist them in developing cost effective fire management programs. The technical expertise provided by this position affects the capability of field units to effectively perform their fire management duties; it affects the type of budget that is allocated to carrying out the regional fire program and mission, and affects the resources allocated to the field, including those needed to protect communities from wildland fire. Many small business industries have built up around wildfire suppression, and communities have been decimated by wildland fires. The incumbent's work directly affects the socio-economic welfare of communities dependent on wildland firefighting capability for their protection.

FACTOR 6 – PERSONAL CONTACTS/**FACTOR 7 – PURPOSE OF CONTACTS****FL 3c, 180 pts**

Contacts include those with the National Office, Regional Office and field units, other federal and state agencies throughout the region, plus the adjoining regions and states. Daily contacts may include field personnel, Regional Office personnel, research scientist, private landowners, other agency and Service personnel, and the general public. Incumbent maintains regular personal contact with professionals and scientists involved in fire management, air quality and fire research from Federal, State, and local agencies, universities, and professional societies. Contacts are performed as formal presentations, interviews, informal exchanges, written reports and correspondence.

Contacts are for the purpose of coordination and collaboration with various organizations and individuals who may have conflicting viewpoints and to influence and persuade other experts to adapt new methods and approaches. Contacts are made to determine user needs, display proposed actions, monitor and evaluate program effectiveness, coordinate program development work, data gathering and analysis, information exchange, development of interagency agreements, and negotiation and explanation of programs. Contacts may be adversarial at times. Contacts are often oriented toward information gathering for the development or refinement of various kinds of resource management plans or programs at the local Regional and National levels, often in an interagency setting.

FACTOR 8 – PHYSICAL DEMANDS**FL 8-1, 5 pts**

The work is mostly sedentary with occasional periods of intense activity. Tension may be significant under adverse and stressful conditions, requiring the use of tact and diplomacy to achieve efficient and timely response.

FACTOR 9 – WORK ENVIRONMENT**FL 9-1, 5 pts**

Work is usually performed in an office setting; however, travel to field units and various meeting and conferences is required.

Fire Management Specialist (Planning), GS-0401(91)-12
(Regional Fire Planning Specialist)

EVALUATION STATEMENT

Recommended Classification: Fire Management Specialist (Planning), GS-401-12

Organizational Location: Department of the Interior
U.S. Fish & Wildlife Service

Reference: OPM, JFS, Professional Work in the Natural Resources Management and Biological Sciences Group, 0400, 9/2005

Background: This is a standard wildland fire management position description intended for use within the Regions of the U.S. Fish and Wildlife Service. The incumbent serves as the primary wildland fire planning specialist at the regional level. The primary purpose of the position is to provide specialized and professional guidance, leadership, coordination, and program direction in wildland fire planning. The incumbent is responsible for managing and applying wildland fire planning processes and procedures using highly specialized analytical and technical tools.

Prior wildland firefighting experience on the fireline is a mandatory requirement.

Determination of Series and Title: The JFS, Professional Work in the Natural Resources Management and Biological Sciences Group, 0400 involves work that requires knowledge of the biological sciences. This occupational group covers work of the biological sciences and natural resources management work that requires knowledge of the biological sciences.

Biological science attempts to understand the processes of living matter in all forms, but especially its origin, growth, structure, and function. The work may involve research and development, regulatory activities, testing and analysis of laboratory samples, or a combination of all of these activities relating to the study of living organisms and their relationship to their environment. The studies provide insight into life processes and transitions, problems of living matter as they relate to human issues, and preserving and repairing the natural environment.

Natural resources work may involve administrative or managerial duties, such as controlling, preserving, and/or evaluating a natural resource or natural resources function, such as conservation, forest, rangeland, fisheries, and wildlife. Two significant natural resources management functions are fire program management and recreation management. Fire program management involves advising on, administering, supervising, or performing professional fire management work. Because this position requires knowledge and skill in land management, wildland fire management planning and budgeting, and natural resources principles, practices, and concepts, the appropriate series is GS-401.

The GS-401 series contains no prescribed titles. In accordance with agency practice, this position is titled Fire Management Specialist (Planning). An organizational title of Regional Fire Planning Specialist has been requested and is approved for use.

Determination of Grade: The published JFS for Professional Work in the Natural Resources Management and Biological Sciences Group, GS-0400 is written in FES format. Positions graded under the FES format are compared to nine factors. Levels are assigned for each factor and the points associated with the assigned levels are totaled and converted to a grade level by application of the Grade Conversion Table contained in the FJS. Under the FES, factor level descriptions mark the lower end, i.e., the floor, of

the ranges for the indicated factor level. If a position fails in any significant aspect to meet a particular level in the standard, the next lower level and its lower point value must be assigned unless the deficiency is balanced by an equally important aspect that meets a higher level.

FACTOR EVALUATION SYSTEM POINTS RATINGS

Factors	Points	Level
1. Knowledge Required by the Position	1250	1-7
2. Supervisory Controls	450	2-4
3. Guidelines	450	3-4
4. Complexity	325	4-5
5. Scope and Effect	225	5-4
6. Personal Contacts	(see Factor 7)	
7. Purpose of Contacts	180	3c
8. Physical Demands	5	8-1
9. Work Environment	<u>5</u>	9-1
Total Points	2890	

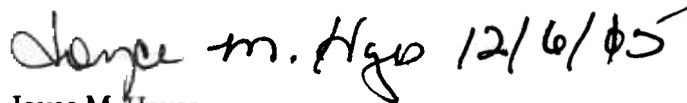
Grade Conversion Range (2755-3150) GS-12

Conclusion: The proper title, series, and grade are Fire Management Specialist (Planning), GS-401-12 with an organizational title of Regional Fire Planning Specialist.

FLSA: Exempt

Functional Classification Code: 91 (Planning)

Financial Statement Required: No



Joyce M. Hayes

Human Resources Specialist

Branch of Policy and Field Liaison

Division of Human Resources

AD-Budget, Planning and Human Resources

U.S. Fish and Wildlife Service

DEPARTMENT OF THE INTERIOR
POSITION DESIGNATION RECORD

BUREAU/OFFICE: U.S. Fish & Wildlife Service

PROGRAM: Wildland Fire

POSITION TITLE: Fire Management Specialist (Planning), GS-0401-12

POSITION DESCRIPTION #: S000100

I. PROGRAM DESIGNATION:

Determined by Bureau/Agency Head: MODERATE

II. POSITION PLACEMENT:

Risk Factors

Risk Points

- a. Degree of Public Trust (7-1):
- b. Fiduciary Responsibility (7-1):
- c. Importance to Program (7-1):
- d. Program Authority (7-1):
- e. Supervision Received (7-1):

3
3
3
3
4

TOTAL POINTS:

16

Note: Place C after the risk level if this is a Computer/ADP position

III. (A) INITIAL POSITION RISK DESIGNATION:
(High Risk, Moderate Risk or Low Risk)

LR(NACI)

Adjustments (Include national security and computer/AIS criteria):

National Security: None
Computer/AIS Criteria: NO
Other: None

Comments:

(B) FINAL PLACEMENT: (Sensitivity SS/CS/NCS, and access level SCI/Top Secret/Secret or Risk level HR/MR/LR):

NS/LR(NACI)

Jayce M. Hayes
Signature of Agency Designator

Printed Name of Agency Designator Jayce M. Hayes

Date 12/6/05

Telephone Number 703-358-2577